



OPEN EXAMINATION BULLETIN - California Science Center

ADMINISTRATIVE ASSISTANT I

FINAL FILING DATE: FEBRUARY 16, 2007

California State Government provides equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or gender orientation. It is an objective of the State of California to achieve a drug-free, safe workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Applications (Form STD. 678) may be filed in person or by mail with: CALIFORNIA SCIENCE CENTER 700 STATE DRIVE-ADMINISTRATIVE OFFICES-WEST LOS ANGELES, CA 90037 ATTN: HUMAN RESOURCES – STATE (213) 744-7602 --DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD--
SPECIAL TESTING INFORMATION	If you have a disability and need special testing arrangements, mark the appropriate box in Item 2 of the "Application for Examination." You will be contacted to make specific arrangements.
FINAL FILING DATE	Application (Form STD. 678) can be downloaded from the State Personnel Board website at http://www.spb.ca.gov . Applications must be POSTMARKED no later than February 16, 2007, the final filing date . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Faxed applications will not be accepted.
SALARY RANGES	\$3538-4300 per month
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have <u>read, understood, and possess the minimum qualifications required</u>. <u>You must meet the minimum requirements by the final filing date, February 16, 2007.</u></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "II" or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience to 50% of the required of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Twelve months of work experience in the California state service performing staff work in a class with a level of responsibility equivalent to that of Junior Staff Analyst, Range B, or Staff Services Analyst, Range B.</p> <p>Or II</p> <p>Eighteen months of experience in the California state service performing the duties of an Executive Secretary.I.</p> <p>Or III</p> <p>Experience: Two years of progressively responsible experience in one or a combination of the following:</p> <ol style="list-style-type: none">1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be at a level of responsibility equivalent to that of Office Services Supervisor I.); or2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a working knowledge of the field of management, at least one year of which shall have been in a higher than trainee capacity. <p>(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience. Possession of a Master's Degree in Hospital Administration with a one-year internship in a hospital or its equivalent may be substituted for the required experience.)</p> <p>and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet this education requirement on a year-for-year basis.)</p> <p>(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)</p>

POSITION DESCRIPTION	
	<p>Incumbent will be responsible for performing varied administrative tasks such as arranging meetings, coordinating complex calendar schedules, make travel and facility use arrangements, screen and assign correspondence, compose correspondence; review outgoing correspondence prepared by other staff for President’s signature; draft agenda and minutes of the board meetings; coordinate and distribute the agenda, minutes and materials pertinent to each agenda item; interact directly with board members on various issues; handle phone calls and visitors for the President/CEO when appropriate and do other related work as necessary.</p> <p>Incumbent will work closely with executive and management team, Board Members, major donors, elected officials, community leaders and staff, and act accordingly on behalf of the President/CEO when working with staff and members of the public.</p>
FINGERPRINTING/BACKGROUND INVESTIGATION	Successful candidate will be required to submit to fingerprinting and background check. This check will be completed by the Department of Justice. Candidate will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.
EXAMINATION INFORMATION	<p style="text-align: center;">Written Test Weighted 100%</p> <p>Examination will consist of a written test based on the knowledge and abilities listed below. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the written examination.</p>
SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management;2. Office management principles, methods, and procedures;3. Administrative survey techniques and skill in their application;4. Statistical and research methods. <p>Ability to:</p> <ol style="list-style-type: none">1. Think clearly and quickly and analyze and solve problems of organization and management;2. Supervise the staff of an administrative office;3. Establish and maintain cooperative working relationships;4. Carry out assignments without detailed instructions;5. Speak and write effectively. <p>It is especially important that each candidate take special care in accurately completing his/her application. It is important to list all experience, including exact dates of employment (MM/DD/YY), in detail in the employment history section relevant to the "Requirements for Admittance to the Examination" shown on the bulletin.</p>
THE LIST	The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.
VETERANS PREFERENCE CREDIT	Veterans preference credit does not apply to this examination.
CAREER CREDITS	Career credits do not apply to this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the California Science Center three days prior to the written test date if he/she has not received his/her notice. **For an examination** without a written feature, it is the candidate's responsibility to contact the California Science Center, Human Resources-State, at (213) 744-7533 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from the State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Science Center and State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible list established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation will be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Science Center, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the

position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year –for-year basis.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have received these points. California law allows granting of veterans preference points in Open entrance examinations and Open Non-Promotional exams. Credit in Open entrance examinations is granted as follows: Ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans, and fifteen (15) points for disabled veterans. Credit in Open Non-Promotional examinations is granted as follows: Five (5) points for veterans, and ten (10) points for disabled veterans. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.

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